

December 19,
2024

TO: Judy O'Meara
Principal, Colchester Elementary School

According to the Board of Education Policy on weeding (6163.1 [e&f]), Colchester Elementary School would like to remove 25 boxes of old guided reading books.

Titles to be removed have one or more of the following conditions:

- worn, damaged and/or soiled
- no longer using that curriculum
- outdated
- books has been superseded by newer materials

All usable materials have been offered to teachers for classroom libraries or donated.

Karen Groves,
Library Media Specialist
(for the reading
department)